

# CONSOLIDATED INFORMATION TECHNOLOGY SERVICES TASK ASSIGNMENT (TA)

## 1. **TITLE:** (H1) NIA Task & Cooperative Agreement Tracking System

<b>TA No:</b>	277-Rev4		
<b>Task Area Monitor:</b>		<b>Alternate Task Area Monitor:</b>	None
<b>NASA POC:</b>	None	<b>Software Control Class:</b>	Low Control
<b>Type of Task:</b>	Non-Recurring Task		

## 2. **BACKGROUND**

The Advanced Planning and Partnership Office (APPO) coordinates the strategic partnership between NASA Langley Research Center and the National Institute of Aerospace (NIA). The NIA is a research and education institute initiated by NASA Langley Research Center to ensure a national capability to support NASA's mission by expanding collaboration with academia, industry, and other Government agencies. The NIA was established by two contractual instruments, a cooperative agreement and a task order contract.

## 3. **OBJECTIVE**

The APPO is challenged with tracking over 160 tasks and activities, collectively. The objective for this task is to track the funding and performance status efforts under each contractual instrument, as well as, generate monthly status reports.

## 4. **GENERAL IT SUPPORT SERVICES**

### **Customer Support and IT Consultation and Training:**

Document the requirements for a Web based system to track NIA task and cooperative agreement funding and performance status efforts under each contractual instrument, as well as, generate monthly status reports.

Revision 2

Implement the new NIA Tracking System in production

Provide customer support and routine application maintenance after the application is deployed.

### **General IT Support Services Performance Metrics**

Performance Standard: Cost reports allow the government to accurately track the costs of development and maintenance.

Performance Metrics:

Exceeds: The contractor provides to the TAM a monthly report by the 15th of the month, containing all of the information as stated in the work area requirements. All overruns are highlighted, explained, and revised estimates provided.

Meets: The contractor provides to the TAM a monthly report by the 20th of the month, containing all of the information as stated in the work area requirements. All overruns are highlighted, explained, and revised estimates provided.

Fails: The contractor does not provide to the TAM a monthly report by the 20th of the month, containing all of the information as stated in the work area requirements. Overruns are not highlighted, explained, and revised estimates are not provided.

Performance Standard: The contractor delivers products (applications, data, etc.) within costs and schedule.

Performance Metrics:

Exceeds: The contractor delivers products to the customer prior to scheduled delivery date and under cost.

Meets: The contractor delivers products to the customer on scheduled delivery date and within cost.

Fails: The contractor delivers products to the customer after scheduled delivery date and/or exceeds stated cost by more than ten percent.

Performance Standard: Product quality meets customer expectations.

Performance Metrics:

Exceeds: Product performance exceeds customer's documented requirements and expectations. Product provides service to the customer beyond anticipated use requirements. Customer provides written or verbal communication indicating the same.

Meets: The product performs as documented in the requirements and meets customer needs. Customer is satisfied with product and uses in the manner intended.

Fails: Product does not perform as documented in the requirements and customer expectations are not met. Customer is not satisfied with product and cannot use in the manner intended.

## **5. SYSTEM AND APPLICATION DEVELOPMENT SERVICES**

Project Title: Phase I - NIA TASK & COOPERATIVE AGREEMENT TRACKING SYSTEM

LaRC Software Manager:

Software Software Control Class: Low

Responsibilities of Contractor and LaRC personnel: The contractor shall design, develop, prototype, code, and test software to meet customer requirements. The customer shall provide Systems Acceptance Testing support.

**Requirements:**

Develop and implement the first phase of the NIA Task & Cooperative Agreement Tracking System, the IDIQ task pre-award process as described in the Requirements Document developed under this task.

Revision 2

1. Add TM's Org to SOW View
2. Add a field to the SOW entry for an Alternate TM contact - NO routing just info
3. Change the title of the SOW entry screens to New Task
4. Provide a link to the NIA site for guidance for entering deliverables
5. In addition to the deliverable calendar add a text box for specifying non-date deliverable schedules
6. Move SOW Upload box to a place on the screen under Description
7. Change the name of the SOW upload box to Document Upload
8. Add TM name and phone to task summary info through out the system
9. Add Gov't Estimate to task summary info for users except the NIA
10. Provide process in Proposal Due Date change for sequential approval by TM, then COTR, then CO
11. On CO Award screen next to Proposed value, calculate % of Fee/Cost and display the % next to Fee
12. Modify system so the NIA only sees the comments from the CO when task is approved, not all the comments for the task
13. TM can only select the NIA to receive a rejected proposal in TM Review, not CO or COTR
14. Add Funded Through Date to the CO Award process
15. In CO Award process: Change Amount to Award Amount
16. Gov't estimate should not be visible to NIA
17. TM should only see the tasks they submitted

18. Remove the option to send a task back to Task Initiator, the option should be to return it to TM

19. Add a comment for NIA to enter information about Exceptions

20. The Task Status Report should contain the following:

Task NNL  
Award Date  
Mod #  
Est. Cost  
Est. Fee  
Est. Total  
Awarded Cost  
Awarded Fee  
Awarded Total  
Funded Cost  
Funded Fee  
Funded Total  
Est Funded Through  
Awarded POP Begin Date  
Awarded POP End Date  
Technical Monitor Name  
Technical Monitor Phone  
Notes

**Acceptance Criteria:**

Application is delivered within the budget and schedule.

Project Title: Phase I Training

LaRC Software Manager:

Software Software Control Class: Low

Responsibilities of Contractor and LaRC personnel: ConITS shall provide NIA Tracking System overview training to the NIA end-user community.

**Requirements:**

Provide setup, content and delivery of 4 1-hour training sessions describing the purpose/function of the NIA Task Tracking System.

**Constraints:**

Constraints:

All documents shall be delivered in Microsoft Word.

All schedules shall be delivered in Microsoft Excel.

All documents shall be stored in the document library in their native format and if requested by the customer also in Portable Document Format (PDF).

**Acceptance Criteria:**

Acceptance Criteria:

Development project is on schedule and within cost.

Project Title: Phase II Task Modification Processing

LaRC Software Manager: Marisol Garcia

Software Software Control Class: Low

Responsibilities of Contractor and LaRC personnel:The LaRC customer will define the requirements for NIA task modification. ConITS will assist with requirement definition and application development.

**Requirements:**

Define the requirments and develop the functionality to allow NIA tasks to be modified within the NIA Task Tracking System.

Project Title: Phase III NIA Task Closure

LaRC Software Manager:

Software Software Control Class: Low

Responsibilities of Contractor and LaRC personnel:The LaRC customer will define the requirements for NIA task closure. ConITS will assist with requirement definition and application development.

**Requirements:**

Define the requirments and develop the functionality to allow NIA tasks to be closed within the NIA Task Tracking System.

## **6. WORK-AREA SPECIFIC SERVICES**

None required.

## **7. Exhibit A**

None required.

## **8. SPECIAL SECURITY REQUIREMENTS**

None required.

## **9. SOFTWARE ENGINEERING PROCESS REQUIREMENTS**

None required.

#### **10. JOINT REVIEW SCHEDULE**

There will be joint reviews of the work done for this task at appropriate intervals as determined by the TAM or ConITS task lead.

#### **11. PERIOD OF PERFORMANCE**

This TA is effective from 03/01/08 to 04/27/10

#### **12. TECHNICAL PERFORMANCE RATING**

Quality and timesliness shall be rated as follows and cost will be evaluated as a seperate entity.

Quality: 50%      Timeliness: 50%

#### **13. RESPONSE REQUIREMENTS**

This Task Plan shall address the contractor's specific work plans, associated estimated labor hours, cost and schedule.

#### **14. GOVERNMENT ESTIMATED COST**

#### **15. FUNDING INFORMATION**

Funding last submitted on 08/14/2009.

#### **16. MILESTONES**

None required.

#### **17. DELIVERABLES**

Number	Deliverable Item	Deliverable Schedule
1	Requirements Document	TBD
2	Project Schedule	10/3/2008
3	50% Demo	Per project schedule
4	90% Demo	Per project schedule
5	Phase II Requirements Document	TBD
6	Project Schedule	TBD

7	50% Demo	TBD
8	95% Demo	TBD
9	Phase I Training	September 2009
10	Phase II Requirement Definition Complete	TBD
11	Phase II Project Schedule	TBD
12	Phase II 50% Demo	TBD
13	Phase II 95% Demo	TBD
14	Phase II Customer SAT	TBD
15	Phase II Production Implementation	TBD
16	Phase III Requirements Definition Complete	TBD
17	Phase III Project Schedule	TBD
18	Phase III 50% Demo	TBD
19	Phase III 95% Demo	TBD
20	Phase III Customer SAT	TBD
21	Phase III Production Implementation	TBD

## 18. FILE ATTACHMENTS

None.